



COMMISSIONER
James R. Hine

November 5, 2004

To: Community Care for the Aged and Disabled (CCAD) Primary Home Care Providers

Subject: Department of Aging and Disability Services (DADS)
Provider Services
Information Letter No. 04-38
Time Limited Medical Need Update

This letter updates information sent in Information Letter 04-01, dated January 2, 2004 regarding the procedures to be used when a practitioner states that an individual's medical need for Primary Home Care (PHC) or Community Attendant (CA) services is temporary.

Effective June 1, 2004 the processing of Title XIX PHC authorizations became the responsibility of the Department of Aging and Disability Services (DADS) case managers.

Form 3052, Primary Home Care Practitioner's Statement of Medical Need, instructions state that the practitioner must note in comments the month and year the medical need for services is estimated to end, if the practitioner anticipates it to be temporary.

The following are the procedures for provider agencies handling an indication of need for time limited services.

1. When a provider agency receives a Form 3052 indicating a need for time limited services, the provider agency will send a copy of the form along with service initiation date to the:
 - a. DADS Regional Nurse if the referral is for CA Services, or
 - b. DADS case manager if the referral is for Title XIX PHC.
2. The DADS Regional Nurse, or case manager will complete the authorization for services and enter an end date on Form 2101.
3. If the person wishes to continue receiving PHC or CA services after the end date entered, the case manager will send a new referral to the provider agency. The provider agency must obtain a new Form 3052, conduct an evaluation, and develop a service plan.
4. The provider agency sends this new Form 3052 along with other required information to the regional nurse or case manager as appropriate to process the authorization for ongoing services or begin the time-limited procedures again.

5. If the practitioner refuses to sign Form 3052 for PHC or CA services, the case manager will screen the individual for Family Care (FC) services and either refer or place on the FC Interest List.

Please contact your contract manager if you have questions regarding this letter. Contract managers should contact Janice Wallace at (512) 438-2188.

Sincerely,

Signature on file

Barry C. Waller
Assistant Commissioner
Provider Services

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